



THE CITY OF DOUGLAS

425 10TH STREET, DOUGLAS, ARIZONA. 85607

TELEPHONE: (520) 364-1586 FAX: (520) 364-7507

Alma Andrade, Business License Department

BUSINESS LICENSE APPLICATION PROCEDURE

- STEP ONE:** COMPLETE APPLICATION; OBTAIN CLEARANCE FROM PLANNING AND ZONING INSPECTOR.
- STEP TWO:** APPLICATION WILL BE REVIEWED AND BUILDING CLASSIFICATION DETERMINED FOR THE OCCUPANCY.
- STEP THREE:** APPLICATION WILL BE RETURNED TO THE BUSINESS LICENSE DEPARTMENT FOR ROUTING TO PUBLIC WORKS FOR A RIGHT-OF-WAY REVIEW AND A REVIEW FOR CROSS-CONNECTIONS. PUBLIC WORKS HAS TWO DAYS TO COMPLETE THE INSPECTION.
- STEP FOUR:** APPLICATION IS RETURNED TO BUSINESS LICENSE DEPARTMENT FOR ROUTING TO THE FIRE DEPARTMENT PREVENTION AND COMPLIANCE DIVISION. FIRE DEPARTMENT WILL HAVE FIVE DAYS TO COMPLETE THE INSPECTION.
- STEP FIVE:** APPLICATION IS RETURNED TO THE BUSINESS LICENSE DEPARTMENT FOR ROUTING TO CHIEF BUILDING INSPECTOR FOR FINAL REVIEW AND APPROVAL OF ALL APPLICABLE CODES AND STANDARDS.
- STEP SIX:** UPON FINAL APPROVAL, AND IF ALL CONDITIONS HAVE BEEN MET, A BUSINESS LICENSE WILL BE ISSUED AFTER PAYMENT OF FEES.

APPLICATION FEE: \$ 20.00
BUSINESS LICENSE: \$ 50.00 UP TO 3 EMPLOYEES
ANY ADDITIONAL FULL TIME EMPLOYEE \$ 20.00

BUSINESS CANNOT START UNTIL LICENSE HAS BEEN ISSUED; FAILURE TO COMPLY MAY RESULT IN FINES.

"Douglas - the premier southwestern border community."